

From: AREIMAN --VCH0021A

Date and time 03.05.94 07:58:13

To: CWALL --VUS0212A Wall, Charles

CPURCELL--VUS0212A Purcell, Clare

RWHIDDEN--VUS0212A Whidden, Roger G.

From: Andre Reiman

Subject: Document Disposal Suspension Notice

I think the draft is clear enough, and covers the issue. Nevertheless, it would be my intention to circulate at the EEC and EEMA Regions certain supplementary instructions, containing our agreed interpretations on how this should work here. These would go, separately, to all Profs users and to the MIS managers and directors.

For this reason, I do not like the last sentence, which suggests that even from here, questions should go to Clare and Roger. First of all, there is the time difference; and second, there will be a reluctance to call the U.S. And this apart from the fact that I think I am more familiar with the records and systems here. Accordingly, I would make it clear that, for the U.S. companies, questions should be addressed to Clare and/or Roger; for International in New York (presumably including Latin America); for Asia, to Tim Lindon, and for EEC/EEMA, to me.

On the assumption that this will be agreeable, I will start preparing messages from Andreas and Walter to their direct reports; a message to be put on the system to all EEC/EEMA profs users; and a message to be sent to the MIS managers and directors at HQ and in the field.

Andy

cc: KSCHOENH--VUS0212A Schoenholz, Kenneth

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